

**Corrected Version
4/7/2016**

Nebraska Crime Commission



APPLICATION INSTRUCTIONS

2016 VICTIM ASSISTANCE

Victims of Crime Act (VOCA) & State Victim Assistance Funds

**Applications are due in the Nebraska Crime Commission
Office by 5:00 p.m. CST on Monday, June 20, 2016**

**Application and Instructions are available for download
from the Nebraska Crime Commission website at**

<https://ncc.nebraska.gov/>

Statewide Plan Link:

https://ncc.nebraska.gov/sites/ncc.nebraska.gov/files/doc/2015-2020_Victims_Survivors_Plan.pdf

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In accordance with the Americans with Disabilities Act, the State would like to provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission, 402.471.2194, TDD 800.833.7352.

Release Date: 3/21/16

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Introduction:

This application kit is intended for applicants who wish to apply for continuation and/or competitive funds under the Federal Victims of Crime Act (VOCA) formula grant program and the State Victim Assistance (VA) to provide direct services to victims of crime.

IMPORTANT NOTE: For the purpose of this VOCA award, the grant program is in a 3 year funding cycle which began on October 1, 2015. The current 3 year cycle spans fiscal years (FY) 2015- 2017, thus FY 2016 (October 1, 2016 – Sept 30, 2017) is year 2 of the funding cycle. All programs must submit applications on a yearly basis. Agencies that were not funded through VOCA in FY 2015 will complete the New Program application. Agencies that were funded through VOCA in FY 2015 will complete the Continuation Program application. All programs will submit budgets for year 2 and a budget estimate for year 3 of the current grant cycle. Please refer to the instructions for applicable application.

Funds Available (estimates):

The State of Nebraska has \$4,021,415 remaining in FY 2015 VOCA grant program funds. It is estimated that Nebraska will receive \$13,524,232 in VOCA funding for FY 2016 in addition to, \$52,559 in State funding. To sustain and expand successful victim services programs and to manage the current fluctuations in these federal funds, the Nebraska Crime Commission will allocate the funds over the 3 year period (FY15-FY17). After the current 3 year grant cycle ending September 30, 2018, future funding periods may return to either a 1 year competitive OR 3 year non-competitive funding cycle.

Applicants are advised to continue to strategically plan for future program development and sustainability of programs independent of federal VOCA funding to ensure long-term success of their victim services programs. Projects requesting one-time expenses (such as equipment and technology needs) will need to integrate those into the first quarter of the 12-month budget to ensure that the project can fully benefit from these types of purchases. ~~year 2 of the project with year 3 dedicated to on-going operating costs.~~

Project Period:

NEW Projects: (Programs which were not funded with VOCA FY 2015 funds)

- NEW Projects for FY 2016 will be reviewed as competitive applications.
- Start date for the initial year can be no earlier than 10/1/16 with an end date of 9/30/17.
- Projects with unspent funds at the end of the fiscal year (9/30/17) may be required to de-obligate those dollars.
- Year 3 (FY 2017) of the funding cycle, for successful applications, will be considered continuation funding (non- competitive).
- Continuation funding for years 3 will be contingent on the following:
 - Federal VOCA funds available.
 - Successful grant management (fiscally and programmatically).
 - Achievement of measurable outcomes.
 - Completion of a Continuation Application.
 - Final approval for Continuation projects will be required from the Crime Commission.

CONTINUATION projects: (Programs funded by VOCA in FY 2015 and are requesting continuation of funding)

- The federal grant to Nebraska, and the rules which govern its distribution, are received on an annual basis. Therefore, **no** project is guaranteed continuation funding. Programs requesting continuation funds are expected to clearly state how such funding is vital to the ongoing success of the program. Continuation funding will be contingent on the following:

- Federal VOCA funds available.
- Successful grant management (fiscally and programmatically).
- Achievement of measurable outcomes.
- Completion of a Continuation Application.
- Final approval is required from the Crime Commission.
- **Continuation projects may request additional funding over their total awarded in FY 2015 for year 2 either on a non-competitive or competitive basis dependent upon the amount of the requested increase.**
 - 10% Threshold: Continuation programs for Year 2 (2016) will be allowed to request up to an additional 10% over their previous year's grant award on a non-competitive basis. The increases in budgets may reflect needs that were unforeseen during the development of the 3 year plan. (e.g., technology needs to collect required data or additional staff, supplies, computers, to provide direct services effectively, etc.) To apply for continuation programs up to the 10% threshold, complete Section A in the Budget Increase Request Section.
 - Over 10% Threshold: Continuation programs with requested increases over the 10% threshold will be reviewed on a competitive basis. These increases may reflect extenuating circumstances that resulted in higher expenses for funded budget items or for requests for expansion/enhancement of the initial project. To apply for continuation programs over the ~~portion of the~~ 10% threshold, complete Section B in the Budget Increase Request Section.
 - All funding requests must be adequately justified in the Applicant Information Section and detailed in the budget worksheets. All requests will be reviewed but are not guaranteed for approval.
- Projects with 1st year funds unspent as of September 30, 2016 may be required to de-obligate those dollars unless otherwise requested and approved by the Nebraska Crime Commission for carry-over to FY 2016. The continuation application must note any unobligated FY 2015 funds and the barriers that prevented the expenditure of these funds during the year 1.
- Successful applicants will receive an award for one year (FY 2016) of the project (maximum 12 months).
- Start date for the 2nd year can be no earlier than October 1, 2016 with an end date of September 30, 2017, unless otherwise granted explicit consent by the Nebraska Crime Commission.

Grant Commencement and Duration:

All funded projects are required to be implemented within 30 days from the start date listed on the Grant Award or another date as specified by the grant administrator. Failure to implement a project within the time frame, or time frame agreed upon by the grant administrator, may result in the loss of grant funds. Please note that all grant correspondence will be sent to the Project Director listed on the Application Information Page.

2016 Funding Process and Tentative Timeline: (listed times are CST)

March 21	Solicitation Announced
April 7	Live Webinar on Application and Instructions, 10 a.m. -12:00 p.m.
April 12	Technical Assistance Conference Call, 1:30 p.m.
June 20	Application Due to the Crime Commission by 5 p.m.
June 21	Technical/Administrative Review begins
August 18	Staff Review conducted
September 15	Crime Commission Grant Review Committee (public meeting)
September 20	Letters mailed to applicants advising of Committee recommendations
October 14	Crime Commission (public meeting) makes final funding determinations
October 18	Applicant is mailed written notification of approval/denial
November 18	Grand Awards and Special Conditions due to the Crime Commission

STATE - VICTIM ASSISTANCE (SA)

Purpose: To provide direct services to all victims of crime.

Eligibility:

- Applicant must be a public or private nonprofit agency that serve victims of all types of crime and does not duplicate services provided by another victim service agency within the same geographic area.
- Provide, at a minimum, the services stated in NE Statute 81-1847 for victims of all crimes.
- Utilize volunteers in providing services to victims of all crimes.
- Provide evidence of community support with letters of support from criminal justice agencies and human service agencies within the community.
- State the goals of the agency including those purposes set forth by NE Statute 81-1846.
- Provide an explanation of the organizational structure of the agency depicting how the proposed center will be administered.
- Coordinate efforts and cooperates with other crime victim assistance agencies and all criminal justice agencies.
- Establish a system to maintain confidentiality for all crime victim information.
- Maintain information relating only to the crimes for which services are being provided.

In determining awards for victim and witness centers, the Nebraska Crime Commission shall take into consideration the following:

- NE Statutes 81-1843 to 81-1848;
- Agency funding from other sources;
- Past performance of the center applying for funds;
- Eligibility requirements as set forth by the Nebraska Crime Commission;
- Availability of funds;
- Populations served; and
- Agency impact on the community.

FEDERAL - VICTIMS OF CRIME ACT (VOCA)

VOCA grant funds are to provide direct services to individual crime victims at no cost to the victim. *VOCA guidelines define a crime victim as a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.* The primary purpose of VOCA grants funds are to support the provision of services to victims. Services, as outlined by VOCA Program Guidelines, are those efforts that:

- Respond to the emotional and physical needs of crime victims.
- Assist primary and secondary victims of crime to stabilize their lives after victimization.
- Assist victims to understand and participate in the criminal justice system.
- Provide victims of crime with a measure of safety and security.

Priority Areas:

VOCA requires states to allocate at least 10% of its total award to each crime victim category of sexual assault, domestic violence, and child abuse. An additional 10% of the funds must be allocated to victims of violent crime who were previously underserved. The Nebraska Crime Commission has identified underserved as victims as victims of federal crimes, human trafficking, robbery, assault, burglary, arson,

homicide, elder abuse, stalking, kidnapping and intoxicated drivers. Populations identified as underserved are minorities (people of color), individuals who are ages 65 and over, and those living in rural areas. Applicants may as a whole, or in-part, address one or more of these stated priority areas. If a proposal addresses only a specific type of crime victim, the number of potential victims which could be served by the applicant will be a consideration in funding decisions. In the development of an application the applicant should also take into consideration areas of recommendation outlined in the Nebraska Strategic Plan for Victims and Survivors of Crime 2015 – 2020. https://ncc.nebraska.gov/sites/ncc.nebraska.gov/files/doc/2015-2020_Victims_Survivors_Plan.pdf

In regards to sexual assault victims, sexual assault forensic exams are an allowable VOCA costs to the extent that other funding sources are unavailable or insufficient. Should Nebraska develop a centralized statewide system to address sexual assault forensic exams, as proposed in LB843, then any federal VOCA funds managed by the Nebraska Crime Commission for this purpose would be limited to no more than 10% of the state's federal grant amount.

Best Practices - Serious consideration will be given to applicants demonstrating the use of practices that have proven effective for achieving safety and stability for victims of crime. These types of projects will be designed to bring about healing and justice for victims of crime.

To further these efforts, the FY 2016 VOCA Grant Program has adopted the overall outcome of **Increased Victim Safety**. Nebraska utilizes surveys as a best practice for program evaluation and determination of consumer (victims, employees, stakeholders, etc.) satisfaction. Subgrantee agencies should utilize the evaluations to continuously make any needed adjustments to meet the overall outcome of increasing victim safety. Copies of the survey tools utilized and a written policy regarding administering surveys will be required to be submitted by all agencies who are awarded VOCA funding.

In support of the development of projects that are based on effective practices and outcomes, the following links are provided as possible resources:

- <http://ovc.ncjrs.gov/vision21/> (Office of Justice Programs-Vision 21: Transforming Victim Services)
- <https://www.ovcttac.gov/> (Office for Victims of Crime Training and Technical Assistance Center)
- <http://www.responsetovictims.org/> (International Association of Chiefs of Police (IACP) project, *Enhancing Law Enforcement's Response to Victims*. Includes 21st century strategy; implementation guide; resource toolkit; and training supplemental)
- <http://ovc.ncjrs.gov/ovcproviderforum/index.asp> (OVC Message Board to Help Exchange Lessons and Practices (HELP) in Victim Services)
- <http://www.evawintl.org/Best-Practices> (End Violence Against Women International-Best Practices)
- <http://www.wowonline.org/economic-security-for-survivors/>
- <http://www.justice.gov/ovw> (Office on Violence against Women)
- http://www.nsvrc.org/sites/default/files/nsvrc_publications_article_sadi_building-comprehensive-sexual-assault-programs.pdf
- <https://ncc.nebraska.gov/grant-training> (Evidence Based Training, Outcomes & Performance Measures, Developing Outcomes for VOCA & STOP)

Eligibility:

Applicant must:

- Operate as a public or nonprofit organization, or a combination thereof, and provide direct services to crime victims. Eligible organizations include victim services organizations whose sole purpose is to provide

direct services to crime victims. These organizations include, but are not limited to, domestic violence/sexual assault programs, child advocacy centers, centers for missing children, mental health services, and other community-based victim coalitions and support organizations including those who serve survivors of homicide victims.

- Public and nonprofit organizations that have components which offer services to crime victims are eligible if the funds are used to expand or enhance the delivery of crime victim services. These entities include but are not limited to criminal justice agencies, religiously-affiliated organization, state Crime Victim Reparations agency, hospitals and emergency medical facilities and others (see below for details).
- Demonstrate a record of providing effective services to crime victims. New programs that have not yet demonstrated a record of providing services to crime victims may be eligible to receive funding, if they can demonstrate that a minimum of 25% of their financial support comes from non-federal sources.
- Meet the match requirement of 20% cash or in-kind from non-federal sources of the total project costs or have been granted a waiver of match (refer to Match Section on pg. 15). For Native American tribes/organizations located on the reservations the requirement is a 5% cash or in-kind match.
- Maintain appropriate programmatic and financial records.
- Utilize volunteers.
- Provide services to victims of federal crimes on the same basis as victims of state and local crimes.
- Promote coordinated public and private efforts to aid crime victims within the community served.
- Assist victims in seeking available crime victim compensation benefits.
- Provide services to crime victims, at no cost, through the VOCA-funded project.
- Maintain confidentiality.

Child Advocacy Centers: Any Child Advocacy Center that is a recipient of VOCA funds must be fully established and operational, meet all the standards for full membership as set forth by the National Children's Alliance and participate as an active member in the Nebraska State Chapter of Child Advocacy Centers.

Criminal Justice Agencies: Agencies such as law enforcement, prosecutors' offices, courts, corrections departments and probation and paroling authorities are eligible to receive funds to provide for victims' services. Prosecutor based victim services may include victim witness programs, victim notification and impact statements. Corrections based victims services may include victim notification, restitution advocacy and victim impact panels. Police-based victim services may include victim/witness units or victim advocates and victim registration and notification.

Faith-Based and Community Organizations: Consistent with Executive Order 13279, December 12, 2002 and 28 CFR Part 38, it is the policy of the Nebraska Crime Commission that faith-based and community organizations that statutorily qualify as eligible applicants under VOCA are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards as are other eligible applicants, and if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, or religious name. Faith-based and community organizations are required to abide by the same regulations and requirements specifically associated with the program under which they are awarded a grant, as any other agency awarded funding.

Hospitals and Emergency Medical Facilities: These types of organizations must offer crisis counseling, support groups and/or other types of direct victim services.

Others: State and local public agencies such as mental health service organizations, state/local public child and adult protective services, legal services agencies and programs with a demonstrated history of advocacy on behalf

of domestic violence victims, and public housing authorities that have components specifically trained to serve crime victims.

INELIGIBLE Recipients of VOCA funding:

- Federal agencies including the U.S. Attorneys' Office and FBI field offices
- In-patient Treatment Facilities such as those designed to provide substance abuse and/or mental-health treatment

Grant Requirements:

- **Direct Services** – Services to victims must be activities that directly benefit individual crime victims and help them with recovering and seeking justice. *VOCA funds are **not** for the purpose of providing services to businesses **unless** an individual or individuals within the business are victims of a crime.*
- **Coordination** – Promoting, within the community, coordinated public and private efforts to aid crime victims is required. The coordination efforts qualify an organization to receive VOCA funding. However, these activities cannot be supported with VOCA dollars. It is expected that funded projects collaborate with other victim serving agencies, as well as with law enforcement and other criminal justice entities. Coordination activities include but are not limited to participation on state, federal, local and tribal task forces, commissions, working groups and coalitions in addition to other efforts that contribute to better and more comprehensive services to crime victims. This requirement of coordination is intended to also help agencies and communities ensure that the limited resources dedicated to crime victims are not unnecessarily duplicated across providers of services. To avoid any such duplication, grant funding decisions under VOCA funds may take into consideration the applicant's identified geographic area(s) to be served, the type of services provided and the types of crime victims to be served.
- **Performance Measurement Tool-** VOCA requires all funded agencies (subrecipients) to submit statistical data on a quarterly basis using the on-line Performance Measurement Tool (PMT) system. Each subrecipient must designate a point of contact within their agency to enter the required data. The individual assigned as a point of contact will be assigned a unique log in and password to access the system. Agencies will be required to create internal data collection processes to collect the specific data points for reporting on the PMT system. In addition to the quarterly statistical data, funded agencies must report on specific qualitative data in narrative form at the end of every fiscal year. Information regarding the process to access the PMT system will be provided upon receipt of a Nebraska Crime Commission grant award.
- **Activity Summary Reports-** Funded agencies will be required to submit activity summary reports to the Nebraska Crime Commission for reporting progress on their program objectives and performance measures, program activities, coordination efforts, activities, and any barriers faced by the agency. Additional directions regarding the activity summary reporting requirements will be provided upon receipt of the federal award.
- **Proof of Non-profit Status** - Non-profit organizations must submit a copy of their non-profit certification with their application for VOCA funding. This can include: 1) a copy of 501(c)(3) designation letter; 2) a letter from the state taxing body or attorney general stating that the applicant is a non-profit organization operating within the state; or 3) a copy of the state certificate of incorporation that substantiates the applicant's non-profit status.

In addition, all non-profits applicants who are funded will be required to make their financial statements available online (either on the organization's website or another publically available website). Those

organizations that have federal 501(c)(3) tax status will be considered in compliance with this requirement, to the extent that such organization files IRS Form 990 or equivalent, as several sources already provide searchable online databases of such financial statements.

- **Surveys**- Surveys administered to victims or other consumers (employees, training participant, stakeholders, etc.) should be utilized in the evaluation of whether the subgrantee agency is mindful and continuously making adjustments if necessary to meet the overall outcome of increasing victim safety. Copies of the survey tools utilized and a written policy regarding administering surveys will be required to be submitted by all agencies who are awarded VOCA funding. Agencies should develop a system of distributing and collecting consumer satisfaction feedback if they have not done so already. Agencies will be notified after the grant award regarding a timeframe for submission of the surveys and policies.
- **Victim/Witness Programs** - The purpose of a Victim/Witness Program is to advocate for victims and provide timely assistance to individual victims of crime. Advocacy should begin within 72 hours or the next business day after the incident for all serious crimes (homicide, sexual assault, assaults) and most crimes against the elderly. These types of programs must have processes in place to receive law enforcement incident reports for victims of serious crimes and crimes against the elderly so that advocacy services begin within 72 hours or sooner. Written policies and procedures are required that must outline these processes and when and how victim contact and follow-up contact will be made.
- **Volunteers** – VOCA funded projects must utilize volunteers unless the Crime Commission has determined there is compelling reason to waive this requirement. A waiver to request excusal from the use of volunteers must accompany the grant application. All applicants must include volunteer job descriptions as an attachment to the applications. Agencies may have multiple job descriptions dependent upon the services the volunteer provides. Volunteers may be used as a source of in-kind match (refer to match section).
- **Office of Civil Rights** – Pursuant to 28 CFR Section 42.302 all recipients of federal funds must be in compliance with EEO and Civil Rights requirements. All programs that receive VOCA funds or are subawarded VOCA funds via program agreements are required to conform to the grant program requirements. If there is a violation to this it may result in suspension or termination of funding, until such time as the recipient is in compliance.
- **Nondiscrimination (Civil Rights)** – Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. All subgrantees must prepare a written policy regarding how the agency will actively notify staff and program participants of nondiscrimination policies.
- **Limited English Proficiency (LEP) Individuals** – In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with Limited English proficiency. All subgrantees must develop a written LEP plan. For more information access: <http://www.lep.gov>.
- **Equal Employment Opportunity Assurance of Compliance** – Compliance is required with the following federal laws which prohibit discrimination on the basis of race, color, national origin, religion, sex, age or disability. These are Title VI of the Civil Rights Act of 1964; Omnibus Crime Control and Safe

Streets Act of 1968; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; and the Title IX of the Education Amendments of 1972. All subgrantees must prepare an Equal Opportunity Employment Plan of Certification form and a written policy regarding how the agency will actively notify staff of nondiscrimination policies.

- **DUNS Number** – All applicants are required to include a DUNS (Data Universal Numbering System) number in their application. This unique nine-digit sequence number is recognized as the universal standard for identifying and keeping track of entities receiving federal funds. It is used for tracking purposes and to validate the address and point of contact information for federal assistance applicants, recipients, and subrecipients. Obtaining a DUNS number is a free, simple, one-time activity. To obtain a DUNS number or to see if the applicant agency already has a DUNS number, call 1-866-705-5711 or go to: <http://fedgov.dnb.com/webform>.
- **System for Award Management (SAM) Registration** – All applicants must be registered on the SAM (formerly Central Contractor Registration/CCR) database. This is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration. Information to register or update your entity records can be accessed at <http://www.sam.gov/>.
- **Certified Assurances and Certifications Regarding Lobbying; Suspension and Other Responsibility Matter; and Drug Free Workplace** - As recipients of federal funds, the Crime Commission must sign and pass on certain Certified Assurances and requirements to subgrantees. Certified Assurances and Certifications Regarding Lobbying; Suspension and Other Responsibility Matter; and Drug Free Workplace must be signed and returned with the grant application.
- **Supplemental Funding** – Agencies must provide information on the entire budget and sources of funding for the victim services program.
- **Non-supplanting of Funds** - Federal funds cannot be used to supplant (replace) other existing funds. Funds presently appropriated for the project may not be deliberately decreased due to additional federal funds made available through the Crime Commission. **If both state and federal funds are allocated for the same line-item, state funds shall be expended first.** The applicant's budget narratives should clearly explain requests to ensure supplanting will not occur by explaining how position(s) or costs were funded, why funding is no longer available, when support ends, or any temporary funding agreements or arrangements.
- **Confidentiality** – VOCA funded projects must maintain confidentiality as required by state and federal law and may not use or reveal personally identifiable research or statistical information for purposes other than those in accordance with VOCA guidelines. At no time shall a victim's name, address, phone number or other identifying information be divulged to another individual or agency unless they are part of the criminal justice or health and human services system or unless the victim has given prior voluntary written consent for such release of information. All agencies must develop a written confidentiality policy and applicable written releases of information that are time limited and include provisions to whom and the type of information that can be shared with outside parties.
- **Special Conditions** - Awarded applicants must sign Special Conditions that include but are not limited to requirements under federal and state laws in addition to requirements for accounting, data collection and reporting. Victim assistance programs must maintain nondiscrimination information on victims (race, national origin, sex, age and handicap). This information will be inputted on the Performance Measurement Tool by the subgrantee on a quarterly basis.

- **Fiscal Requirements - Commingling of funds on either a program-by-program or project-by-project basis is prohibited.** The subrecipient's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:
 - a) Separate accountability of receipts, obligations, expenditures of all grant funds, disbursements, and balances.
 - b) Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
 - c) Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
 - d) Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities. Match hours must be documented in same manner.
 - e) Maintenance of payroll authorizations and vouchers.
 - f) Maintenance of records supporting charges for fringe benefits.
 - g) Maintenance of inventory records for equipment purchased, rented, and contributed.
 - h) Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
 - i) Provisions for payment by check.
 - j) Maintenance of travel records (i.e., mileage logs, gas receipts).
 - k) Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.
 - State agencies are governed by procedures of the Department of Administrative Services (DAS), these are located at <http://das.nebraska.gov/materiel/purchasing.html>
 - Counties must follow the process outlined in Nebraska statute located at <http://www.nebraskalegislature.gov/laws/statutes.php?statute=23-3108&print=true>
 - All other agencies (i.e., nonprofit, city) must adhere to the written process of the agency or if none exists, it reverts back to the Crime Commission's process (i.e. the DAS Procurement Process)
- **Equipment** (including replacements) purchased in whole or in part with VOCA funds must be maintained, at a minimum, meeting the following requirements: **(To fully benefit project purchases should be made at the beginning of the project period.)**
 - a) Maintain property records which include all of the following:
 - b) Description of the property
 - c) Serial number or other identification number
 - d) Source of the property Identification of the title holder
 - e) Acquisition date
 - f) Cost of the property
 - g) Percentage of Federal participation in the cost of the property
 - h) Location of the property
 - i) Use and condition of the property
 - j) Disposition data, including the date of disposal and sale price
 - k) A physical inventory of the property and reconcile the results with the property records at least once every 2 years.
 - l) Loss, damage, or theft:
 - A control system must be in place with adequate safeguards to prevent these occurrences.
 - Promptly and properly investigate any loss damage, or theft.
 - Establish and use adequate maintenance procedures to keep the property in good condition.

- If authorized or required to sell the property, a proper sales procedure must be established to ensure the highest possible return.
- m) Original or replacement equipment acquired under the funded project that is no longer needed for the original project must be disposed. This is also true when equipment acquired under the funded project will be used for other activities. The following must be adhered to in equipment disposition:
 - If the item to be disposed of has a current per-unit fair market value of less than \$5,000, it may be retained, sold, or otherwise disposed of with no further obligation to the Crime Commission.
 - If the item has a current per-unit fair market value of \$5,000 or more, it may be retained and sold, but the Crime Commission will have a right to a specific dollar amount.
- **Payments** – All payments from the Crime Commission will be on a reimbursement basis. Required documentation must be submitted by the 30th of the month following the quarter to be reimbursed. Reimbursement will not be made until all documentation has been approved.
- **Positions** – Any position 100% funded through grant funds and/or match must be 100% dedicated to the grant program allowable activities.
- **Applicant Disclosure of Pending Applications** – Applicants are to disclose whether they have a pending application for federally and/or state funded grants that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget in the application under this solicitation. The Crime Commission seeks this information to help avoid any inappropriate duplication of funding. Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:
 - federal or state funding agency;
 - solicitation name/project name; and
 - point of contact information at the application funding agency.

Allowable Uses of Funds:

1. **Services which immediately respond to the health and safety** including but not limited to, crisis intervention services; accompaniment to hospitals for medical exams; crisis line support; emergency food, clothing, transportation and temporary shelter for victims (including emergency, short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services intended to restore the victim's sense of security. This includes services which offer immediate measures of safety to crime victims such as replacing or repairing locks.

Immediate or emergency legal assistance is included and is not limited to filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to domestic violence cases and are taken to ensure the health and safety of the victim.

Repairs and/or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims are allowable in an existing shelter or a facility currently funded with VOCA dollars. The subgrantee must own the shelter or facility or lease the shelter or facility from a government entity. The lease cannot be with a private landlord and the lease with the government entity must continue for a minimum of five years following completion of the repair; maximum of \$15,000.00.

2. **Service and activities that assist victims of crime in understanding and recovering from the trauma** such as short-term therapy (up to 12 months) and groups provided by trained, licensed professionals. Therapy refers to treatment for individuals, couples and family members to provide emotional support and trauma informed care for crises arising from the occurrence of crime. Services include evaluation of mental health needs, as well as the actual delivery of counselling services.
3. **Services directed to the needs of victims who participate in the criminal justice system.** These include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable victims to attend court; notification of victims regarding court dates; case disposition information; parole procedures; and assistance with victim impact statements.
4. **Services that assist victims with managing practical problems created by the victimization** such as acting on behalf of the victim with creditors and employers; providing parenting and/or life skills classes that help to stabilize a victim's life; assisting victims with applying for compensation benefits; assisting the victim to recover property that is retained as evidence and helping to apply for public assistance.
5. **Costs necessary and essential to providing direct services** such as pro-rated rent, telephone, transportation costs for victims to receive services and enable victims to participate in the criminal justice system, and local travel expenses for service providers while providing services to victims. Costs to cover needs necessary to provide services to crime victims with specific or special needs such as interpreters for non-English speaking victims or for equipment such as TTY/TTD machines for the deaf or minor building alterations/improvement that make victims services more accessible to persons with disabilities.
6. **Costs directly related to providing direct services through staff:**
 - Costs of advertising to recruit VOCA funded personnel.
 - Staff salaries and fringe benefits. Fringe benefits are allowed but limited by the Crime Commission to basic benefits of insurance offered by the agency (health, life, professional liability, etc.), FICA, unemployment, workers compensation insurance, costs of leave (holidays, sick leave, vacation) and pension/retirement.
 - Training costs for VOCA paid staff and volunteers so that they are better equipped to provide quality services to crime victims. Costs can include funds necessary to attend the NE Victims Assistance Academy; travel, meals, lodging and registration fees; resource materials needed to train direct service personnel; and the costs of a trainer for in-service staff development.
7. **Restorative Justice efforts including opportunities for crime victims to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victim** and have possible beneficial or therapeutic value for a crime victim. For Restorative Justice efforts the following must be considered: a) safety and security of the victim; b) benefit or therapeutic value to the victim; c) procedures for ensuring participation of the victim and offender are voluntary and all participants understand the nature of the meeting; d) provision of appropriate support and accompaniment for the victim; e) appropriate debriefing opportunities for the victim after the meeting or panel; f) credentials of the facilitators; and g) opportunity for a crime victim to withdraw from the process at any time.

Other Allowable Costs and Services:

The services, activities and costs listed here are often necessary and essential to providing direct services however; alone they are generally not considered direct crime victim services. Given the nature of these items they should

not be the primary focus of a VOCA project request and any request, the applicant will need to provide evidence that no other resources are available to support such activities.

1. Supervision of direct service providers when such supervision is necessary and essential to providing direct services to crime victims.
2. Contracted specialized services however, the majority of VOCA funds for contracted services cannot contain administrative, overhead, and other indirect costs included in the hourly or daily rate.
3. Items that provide or enhance direct services to crime victims and repair or replacement of essential items that contribute to maintaining a healthy and/or safe environment for crime victims. Examples of allowable costs may include security equipment, equipment needed for interviewing children, furniture and equipment for shelters, work spaces, victim waiting rooms and children's play areas. Funds cannot support the entire cost of items that are not used exclusively for victim-related activities.
4. Pro-rated operating costs such as supplies, postage, equipment use fees (when supported by usage logs), printing brochures which describe available services, and audits for agencies required to conduct an A-133.
5. Technology (including internet access) that increases a project's ability to reach and serve crime victims.
6. Funds may be used to support presentations that are made in schools, community centers, or other public forums, and are designed to identify crime victims and provide or refer them to needed services. VOCA funds cannot be used to simply raise the public's consciousness or for education regarding victim issues. However, funds can be used to promote public awareness for matters of describing services available, how to access program assistance and to identify and refer crime victims to needed services.
7. Purchase or lease of a vehicle if it can be demonstrated that such expenditure is essential to delivery services to crime victims. In the event that a vehicle is purchased with VOCA funds, related items, such as routine maintenance and repair costs, and automobile insurance are allowable.
8. Costs to attend national training (i.e., National Organization for Victim Assistance, National Victim Assistance Academy) will be considered on an individual basis. Requests must justify a need not available within the state and only one training per person will be considered.
9. Reasonable salary increases for existing staff currently paid by VOCA funds and for costs associated with increasing part-time workers to full-time or for additional staffing, if statistical data indicates a need.
10. **Indirect Costs:** Administrative costs are the general or centralized expenses necessary for the overall administration of an organization. Indirect costs are costs of an organization that are not readily assignable to a particular project costs, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintain facilities, depreciation and administrative salaries are examples of the types of cost that are usually treated as indirect costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs means those costs that are included in the organizations' established indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget Circulars 2 CFR 200.

For the purposes of this grant program, applicants may be permitted an allocation for administrative costs under one of the following:

- Federally Approved Indirect Costs: Applicants who have an established federally approved indirect cost rate agree in place may include the allocation for indirect costs. These applicants must provide a copy of the current federally approved indirect cost rate agreement with their application for VOCA funding.
- De Minimis Rate: Applicants, who have NEVER had a federally approved indirect cost rate agreement, may include an allocation for administrative costs for up to 10% of the modified total direct cost. Applicants must provide a list of the requested administrative costs items and the corresponding cost of each item including a copy of the written allocation policy for these costs. See budget instructions page 25 for Category G – Indirect Costs.
- Applicants can pro-rate certain expenses in place of using an indirect cost rate or a De Minimis rate.

Not Allowed:

- Victim-offender meetings that serve to replace criminal justice proceedings. Funds **can** cover costs associated with Restorative Justice for the victim **ONLY**. Any costs associated with the perpetrator's involvement in Restorative Justice efforts **cannot** be paid with VOCA funds. Funds **cannot** be used for Restorative Justice efforts or victim-offender mediation with the community as a whole.
- Any activity or expense that is the responsibility of the prosecutor or the law enforcement agency and including any activities directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency; gathering evidence; witness management and notification (VOCA funds may **only** be used to notify witnesses who are also a victim of the crime); expert testimony at trials; victim witness protection costs and subsequent lodging and meal expenses.
- No funds (federal and/or match) can be used to purchase food and/or beverages for any meeting, conference, training or other event and all such events must be approved by the Crime Commission before any contracts are signed or arrangements finalized. Therefore, food and beverage costs are now unallowable under any grant, cooperative agreement and/or contract. This restriction does not impact direct payment of per diem amounts to individuals attending a meeting or conference, as long as they fall within the guidelines.
- Unallowable activities with federal dollars include but are not limited to lobbying, administrative advocacy, fundraising, and research projects.
- Construction and physical modification to buildings excluding minor repairs for accessibility purposes. For repairs and/or replacement of items see allowable uses of VOCA funds.
- Federal funds cannot be used to match other federal funds.
- VOCA funds cannot be used for community education, crime prevention activities and education presentations. It is allowable to use funds for public awareness to promote programs and services that are provided to crime victims.
- VOCA funds cannot be used for relocation expenses for victims such as moving expenses; security deposits on housing, ongoing rent and mortgage payments. VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.
- Reimbursement to crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages and medical bills is not allowable.
- VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter as previously described is allowable), home health-care costs, inpatient treatment costs, hospital care and other types of emergency care, and non-emergency medical and/or dental treatment.
- Capital expenditures and land acquisition is not permitted.
- Administrative staff expenses such as salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims.
- Costs associated with the development of protocols, interagency agreements, and other working agreements are not allowable.
- Activities exclusively related to crime prevention or the costs of sending individual crime victims to conferences.
- Legislative and administrative duties of staff and individual membership dues.
- Costs of needs assessments, surveys, evaluation or studies. Funds cannot be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- Coordination of public and private efforts qualifies an organization as eligible for funding, but these types of activities cannot be supported with VOCA funds.

- Perpetrator rehabilitation and counseling or any other activities involving or relating to perpetrators are not allowable.
- VOCA funds for the sole purpose of funding items such as equipment or for making repairs will not be considered unless they are requested as a part of a programmatic request.

Please see Federal Register notice for further information regarding allowable and unallowable costs: http://ojp.gov/ovc/voca/pdf/txt/voca_guidelines2001.pdf

Match Requirements:

Match (cash or in-kind) must directly relate to the project goals and objectives. All match funds must be financially documented in the same manner as grant funds and expended within the project period. Designated match is restricted to only allowable activities and costs under VOCA funding.

Waiver of Match: The following match requirements for applicants are required unless the project has been granted a Waiver of Match. Only the federal Office of Victim of Crime may waive the match requirement and only for subgrantees that can provide documentation of **extraordinary need as outlined in section IV.B.4.b.(3) of the VOCA Victim Assistance Final Program Guidelines** for such a waiver. To request a Waiver of Match the applicant must submit a letter with the grant application. This letter should be addressed to the Crime Commission, on the applicant's agency letterhead and clearly indicate or describe the hardship and/or type of circumstances that will hinder the applicant's ability to provide the required level of match. Continuation projects are expected to provide the level of match provided for FY 2015. A match waiver request should address why the waiver is necessary; explain the need for increased funding; and outline the issues related to the project's lack of resources (volunteers, other funding, in-kind donations). This letter will be forwarded by the Crime Commission for review to the federal Office of Victims of Crime for approval.

Existing Program: A 20% match of the total project budget is required by VOCA. Subgrantees need to develop a budget for the total project that meets the needs of the direct services program and include only VOCA allowable activities. Match amounts available to the agency over 20% of the total project cost are not to be reported on the application budget. However, this type of information may be useful in the applicant's sustainability section of the proposal.

Applicants can calculate match using one of two options. ~~The amount of match required can be calculated by multiplying the total project cost by .8 to determine the amount that can be requested for federal VOCA funding.~~

Match Calculation Example:

Total project cost is multiplied by 80% to determine amount that can be requested through VOCA

Step 1: \$93,750 is determined to be total project cost

Step 2: $\$93,750 \times .8 = \$75,000$ (80% of total project cost (i.e. requested VOCA funding))

Step 3: $\$93,750 - \$75,000 = \$18,750$ (20% in match amount required)

Alternate Match Calculation Example:

The amount of required match (20%) can be calculated by dividing the requested amount by 4.

Step 1: \$75,000 in federal VOCA funds requested for the project

Step 2: $\$75,000 \div 4 = \$18,750$ (required match amount)

Step 3: $\$75,000 + \$18,750 = \$93,750$ (total project)

New Program: New programs are encouraged to apply. Requests for new programs cannot duplicate services in an area. Funding for new programs is intended to create victim services across the state in areas that have limited or no resources.

New programs that have not yet demonstrated a record of providing services must show that at least 25% of their financial support comes from non-federal sources.

Indian Tribes or Native American Organizations: A 5% match of the total project budget is required for any new or existing VOCA funded project that is an Indian tribe or a Native American organization on a reservation.

In-kind Match: Consists of donations to project activities other than cash and may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of the funded project. The value or depreciation value of furniture or equipment is not an eligible match.

Value of Volunteers: The monetary value placed on volunteer services provided as in-kind match shall be consistent with the rate of compensation paid for similar work in the applicant's organization and/or at an equitable fair market value. If the duties performed by volunteers are not similar to paid positions of the organization, then the agency may use a comparable fair market rate or a rate of compensation not to exceed **\$15.00/hour**. For the purpose of match, volunteers who are on-call for a 24-hour period may be shown as having worked a 16-hour shift and volunteers who are on-call for 16 hours may be shown as having worked 8 hours. However, all actual time spend in providing direct services to victims can be counted. Records must be maintained that indicate how the rate of compensation was determined and to document all service delivery and hours.

Letters of Support and Memorandums of Understanding: Letters of Commitment are no longer needed.

1. Letters received separately from the grant application will not be considered or returned.
2. All letters should remove or black out identifying information of any crime victims.
3. To demonstrate coordination and cooperation, applicants are required to include at a minimum of 5 letters of support from law enforcements, criminal justice agencies, other victim service organizations or community stakeholders. Letters should be signed by an agency lead such as the Chief of Police, Sheriff, County Attorney or Executive Director. It is acceptable for agencies that serve multiple counties to have a Letter of Support that is signed by all county agency leads. Letters of support from employees or commissioners of the Crime Commission will not be accepted.
4. Memorandums of Understanding developed with coordinating partners should be submitted to demonstrate support of the vital functions of the agency, if applicable.

Application Submission: Applicant must submit by 5:00 p.m. (CST) on Friday, June 20, 2016 the following:

1. A PDF copy of the complete (signed with all attachments excluding those noted below) application (label as Application) emailed as an attachment to: Stephanie.Booher@nebraska.gov. The subject line in the email for submissions must include the grant year, title of grant (VOCA), and agency name. (e.g., 2016 VOCA (agency name))

Please attach the following documents to the same email but as separate labeled PDFs: 1) Proof of Non-profit status; 2) Job Descriptions for volunteers and any requested paid positions; and 3) Match Waiver Request (if applicable).

- ✓ All job descriptions can be submitted in one PDF document labeled, Agency Name - Job Descriptions.
- ✓ Non-Profit status separate PDF document labeled, Agency Name - Non-Profit Status.
- ✓ Match Waiver Request separate PDF document labeled, Agency Name - Match Waiver Request.

2. One (1) complete original application mailed or delivered to the Crime Commission. Original must be single sided; stapled in the upper left hand corner and 2-hole punched at the top.
3. One (1) hard copy of complete application mailed or delivered to the Crime Commission. Copy can be doubled sided, but must be stapled in the upper left hand corner (2-hole punched not required).

Mailing Address:

Nebraska Crime Commission
PO Box 94946
Lincoln NE 68509

Personal Delivery/Overnight:

Nebraska Crime Commission
301 Centennial Mall South, 5th Floor
Lincoln, NE 68509

4. Faxed copies will NOT be accepted.

Application Format:

Please note that Crime Commission applications change from year to year.

- ✓ Must be typewritten.
- ✓ Re-created applications must adhere (word-for-word and design) to the Crime Commission's official application format and layout.
- ✓ Federal Identification Number must be included on the application. Applicant must be the entity that will receive and disburse grant funds. The Federal ID Number must be that of the applicant.
- ✓ No cover letters.
- ✓ Do not put applications in folders.
- ✓ Use 12 point font, number pages in lower right hand corner and adhere to page limits.
- ✓ Sources of data and/or statistics must be cited immediately following the information or under the graph/chart provided.
- ✓ Only submit completed budget pages that apply to the project.
- ✓ Budget figures must be in whole numbers, no cents. PLEASE check all calculations.
- ✓ Additional information in the form of Appendixes will not be accepted.
- ✓ Include ALL Required Forms (Budget Summary page, Certified Assurances, Drug Free Workplace form, Debarment form, Lobbying form) with appropriate signatures of the authorized official (i.e., county board chair, mayor, city administrator, chair or vice-chair of a non-profit agency)

Training and Technical Assistance:

1. A **Live Webinar Meeting** will be held on **Thursday, April 7** from **10 a.m. to noon (CST)** to discuss the application and instructions and to answer any questions. **To participate in the webinar, email kellie.rabenhorst@nebraska.gov to receive instructions for accessing the webinar.** The session will be recorded and posted for viewing by those unable to participate.
2. **Technical Assistance Conference Call** will be held on **Tuesday, April 12 from 1:00 to 2:00 p.m. (CST)**
These TA calls are being provided to answer any follow-up questions or to discuss possible project plans. To access the conference calls complete these steps:
 - Dial the Conference Access Number: (888) 820-1398
 - Enter Attendee Code: 4685061 #
 - Attendee Quick Commands: *6 Mute/Un-Mute Own Line
3. **Grant Management Training (GMT)** is required for new projects, continuation projects who have not attended GMT since 2014 and those with new project personnel (Project Director, Coordinator, and Fiscal Officer). Others are welcome to attend. The date of this training will be announced in successful applicants' award letter.

Application Forms & Instructions

Applicants should ensure that the proper application is being utilized, either for a Continuation project or New project. Applicants must submit a fully executed application to the Crime Commission, including all required supporting documentation. Do not include other documents in addition to those specified in these instructions. Do not submit the checklist below.

Application Forms & Instructions Chart: NEW programs

Date Completed	SECTION NAME & ORDER	PAGE LIMITS
	Grant Applicant Information	Pages as provided
	Budget Summary	1 page as provided
	Budget Sheets and Narratives	Pages as needed.
	Community Description	3 pages
	Problem Statement	5 pages
	Solution	4 pages
	Agency Budget & Funding Sources	Chart as provided
	Sustainability	3 pages
	Activities/Timetables	2 pages
	Goals, Objectives & Performance Measures	Pages as needed (format provided)
	Signed & Dated Certified Assurances	Form provided
	Signed & Dated Lobbying, Debarment, Drug-Free Workplace Form	Form provided
	Applicant Disclosure of Pending Applications	Form provided
	ATTACHMENTS	
	Volunteer & Employee Job Descriptions	Required for all agencies (separate PDF)
	Letters of Support	Submit 5 letters of support (include with application PDF)
	Memorandums of Understanding	If applicable (include with application PDF)
	Indirect Cost Rate Verification, if applicable	Copy of federally approved indirect cost rate agreement (include with application PDF)
	Non-profit Status Verification, if applicable	Copy of 501(c)(3) designation letter or other verification (separate PDF)
	Match Waiver Request – if applicable	Attach applicant's letter on agency letterhead (separate PDF)

Application Forms & Instructions Chart: CONTINUATION programs

Date Completed	SECTION NAME & ORDER	PAGE LIMITS
	Grant Applicant Information	Pages as provided
	Budget Summary	1 page as provided
	Budget Sheets and Narratives	Pages as needed.
	Agency Budget & Funding Sources	Chart as provided
	Activities/Timetables	2 pages
	Continuation Information	3 pages
	Goals, Objectives & Performance Measures	Pages as needed (format provided)
	Signed & Dated Certified Assurances	Form provided
	Signed & Dated Lobbying, Debarment, Drug-Free Workplace Form	Form provided
	Applicant Disclosure of Pending Applications	Form provided
	ATTACHMENTS	
	Volunteer & Employee Job Descriptions	Required for new volunteer positions (separate PDF)
	Letters of Support	Submit 5 letters of support (include with application PDF)
	Memorandums of Understanding	If applicable (include with application PDF)
	Indirect Cost Rate Verification, if applicable	Copy of federally approved indirect cost rate agreement (include with application PDF)
	Non-profit Verification, if applicable	Copy of 501(c)(3) designation letter or other verification (separate PDF)
	Match Waiver Request – if applicable	Attach applicant's letter on agency letterhead (separate PDF)

Applicant Information

Provide all requested information. The applicant must be the agency that will receive and disburse the grant funds. The Federal Identification Number and the DUNS number must be that of the applicant. Project must provide separate individuals for each project position (Director, Coordinator, Fiscal Officer, and the Authorized Official).

Project Summary is a concise statement, of 150 words or less, highlighting the major aspects of the proposed project.

CONTINUATION PROGRAMS: Agencies who are requesting consideration for additional funding over the grant amount awarded the previous fiscal year must complete the appropriate budget increase request. Section A is for programs that are requesting funding increases up to the 10% threshold and Section B is for programs that are requesting funds for over the 10% threshold.

Agencies may request up to a 10% increase for budget items that were funded in the previous fiscal year on a non-competitive basis or ~~may submit requests for the portion of the increase over the 10% threshold on a competitive basis.~~ Requests for increases for up to the 10% may include unforeseen increases in the costs for budgeted items (e.g. need for personnel wage increases to remain competitive in employment market, actual equipment/supply/operating expenses more than initially estimated, etc.) Requests for budget category items for over the 10% threshold may include extenuating circumstances that resulted in higher expenses (e.g. needed replacement of major equipment, updating of technology, unexpected maintenance needs) or for requests for expansion/enhancement of the initial project to effectively serve victims of crime.

The percentage of the increase in the budget must be calculated on the amount awarded for the previous fiscal year (Year 1 amounts awarded in FY 2015) and not the amount requested due to that year 1 budgets have been revised for unallowable costs through the funding process. All funding requests must be adequately justified in the appropriate section of the Applicant Information Section, (i.e. requests either under or over the 10% threshold) and detailed in the budget worksheets. Budget increase requests will be reviewed on a case by case basis for consideration of approval based on applicant's justification for the increase, VOCA and administrating agency priorities, and availability of funding.

Proposed Project Budget Year 2-3: Provide a budget that outlines the remaining year 2 and 3 of the budget cycle. Each year is considered a 12 month period unless otherwise indicated. Year 2 must match application's budget request for FY 2016 and Budget Summary amounts. Year 3 (FY 2017) will be considered proposed amounts that may be subject to change. Planned one-time purchases should occur in Year 1 or 2 of the budget cycle to ensure that the project fully benefits from the items purchased.

Budget Summary

All costs must be necessary, reasonable, allowable and allocable.

Provide budget figures rounding to the nearest dollar. Do not include cents. Please ensure figures calculate correctly. The Budget Summary page must be signed by the Authorized Official. **Please explain why, if a non-profit Vice Chair is signing as the Authorized Official.**

Applicant must provide a match according to the following guidelines or submit with the grant application a Waiver of Match request.

Match:

A 20% cash or in-kind match of the **total cost of the project** is required. *New programs that have not yet demonstrated a record of providing services must show that at least 25% of their financial support comes from non-federal sources.* A 5% match is required of Indian tribes or Native American organizations on reservations. Federal funds cannot be used for match.

Waiver of Match Request: Request must be attached to the grant application in the form of a letter written on applicant's agency letterhead and addressed to the Crime Commission. The request must clearly indicate the hardship and extraordinary need and/or type of circumstances that would warrant the need for such a waiver. **Continuation projects are expected to provide the level of match provided for FY 2015. A match waiver request should address why the waiver is necessary; explain the need for increased funding; and outline the issues related to the project's lack of resources (volunteers, other funding, in-kind donations).** This letter will be forwarded by the Crime Commission to the federal Office of Victims of Crime for final approval.

Proposed Project Period: Identify the project's proposed project period. Budget period cannot begin prior to October 1, 2016 or extend beyond September 30, 2017.

Budget Worksheets

Category A - Personnel

Personnel are the wages and fringe benefits for regular full-time or part-time salaried employees. All volunteer in-kind matches **MUST** be listed under the personnel category but can be utilized as match for budget categories other than limited just to personnel. Funding requests for positions that are who are not on the regular payroll or are not volunteers must be classified either as contracts and/or consultants.

Salaries cannot exceed those normally paid for comparable positions in the community and/or the unit of government.

1. Wages/ Salaries

- Indicate title/position and full-time or part-time for each employee involved in the project including new positions to be filled.
- Indicate if position is New (N) or Existing (E).
 - New positions are additional personnel to the agency requested through the current funding application.
 - If request is for an existing position, the narrative must explain how the position was funded prior to this request to ensure the funding request complies with non-supplanting requirements. For a position that is existing, provide both current annual salary and requested annual salary amounts for the next fiscal year.
- For each position listed, indicate the hours of the personnel's work week and the percent of the time to be allocated to the project. VOCA funding can only support the percentage of personnel time that is allocated to the VOCA project.
- Narrative must be included to describe how calculation of costs for each personnel position were determined (e.g. 500 hours x \$18 an hour = \$9,000) for both the requested funds and matching funds.
- In narrative section, outline the job duties/responsibilities for each position and indicate their relevant to the project. ~~Include primary responsibilities and specific duties. Identify any new duties if this position was previously funded.~~ **Attach to application job descriptions for all positions outlining duties and position qualifications.**
- Volunteers used as in-kind should be listed under personnel but can be utilized as match sources for other budget requests. Monetary value of volunteer services can be calculated at a rate consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are not found in the organization, the rate of compensation cannot exceed an hourly wage of ~~\$9.00~~-\$15.00/hour. Use hourly rate multiplied by the number of hours of service to be contributed for amount to enter on Budget Sheet. Volunteer job descriptions must be attached to the application.
- If existing personnel will be involved in the project but no funds are requested for their position or be used as match, do not list them on the budget worksheet, but the narrative must include this information.

2. Fringe Benefits

- All fringe benefits are to be based on the **employer's share only**. **Fringe benefits can only be requested for the personnel positions that are also requesting funding at the percentage funded.**
- Only basic fringe benefits of insurance offered by the agency (health, life, professional liability, etc.), FICA, unemployment insurance, workers compensation, costs of leave (holidays, sick leave, vacations) and pension/retirement can be included. The employee's share is to be withheld from their wages.
- Funds to support cafeteria plans are not allowed by the Crime Commission.
- Vacation and leave time are included in normal working hours (FTE 2,080 hours/year) and are not considered added benefits.

- In the appropriate columns, for each position, enter the total costs of benefits requested and those provided as match.
 - Narratives should include all components of the fringe benefits, how the requested costs were calculated, and how the benefits were prorated by funding source, if applicable. (e.g., Health Insurance @ \$6,000 per year/single coverage; FICA @.0765 of total salary, etc. multiplied by the percentage of the benefits for the personnel position that is prorated to VOCA)
3. **Total Personnel Budget** – Add the totals for each subtotal to show total personnel costs. Enter the totals for the requested and match share on the Budget Summary page for Personnel.

Category B – Consultants and Contracts

If more than one consultant or contract will be used for the project, complete a budget sheet for each one. All contracts, including contracts with consultants, must adhere to established procurement processes. Information on procurement procedures can be found under Fiscal Requirements in the Grant Requirements section.

1. **Purpose:** List the purpose for a consultant or contractor (i.e., facilitate support group, develop and/or present training).
2. **Name and Type:** Identify who is providing the service and check the box for the type of consultant or contract to be used for the stated purpose.
3. **Fees:** A breakdown of fees is required that indicates the type of fee, rate, and number of hours. All contractual services are held to standardized, open, and fair procurement process. Established rates must be reasonable and consistent with those paid for similar services in the marketplace and in align with the work proposed. Fees for individual consultant services are subject to maximum compensation of \$650 per day or \$81.25 per hour.
4. **Travel Expenses For Consultants/Contractors:**
For each line item (i.e., mileage, air fare) list the costs and the amounts requested and provided as match. Enter each line item total costs in the Total column.

Mileage	\$.54 cents/mile for use of personal vehicles only
Air Fare	Must be coach or least expensive class
*Meals no incidentals allowed	In-state: \$51-breakfast \$11; lunch \$12; dinner \$23 Omaha: \$64-breakfast \$15; lunch \$16; dinner \$28 Rates do include taxes or tips
*Lodging	In-state: \$89 per night Omaha: \$104 per night
Other	List other expenses such as ground travel, parking, registration,

*For out-of-state meal and lodging rates refer to www.gsa.gov and click on per diem rates.

5. **Consultant/Contract Total:** Calculate the total costs across each row and under each column. Enter total requested and match share on the Budget Summary page.
6. **Consultant/Contract Narrative:**

A budget narrative is to be attached if funds are requested and/or if match funds are utilized. Include breakdown of how the costs for each consultant were determined for both the funds requested and matched. Include the following for **each** position:

- a) Services and/or product that the consultant or contract will provide;
- b) How the services, product, or position relate and impact the project;
- c) Breakdown of how the consultant fees were calculated (e.g., 500 hour x \$25 per hours =\$12,500)
- d) Description of the specific duties for **each** position funded including primary responsibilities. If position was previously funded, identify new additional duties. For existing contracts/consultants, describe how this funding request complies with non-supplanting requirements.
- e) **A description of the selection process to verify that the procedure was fair, equitable and free from conflicts of interest and/or personal gain by any entity within the organization.**

Category C – Travel Expenses

If travel expenses are needed for more than one purpose or type of travel, complete a budget sheet for each purpose and/or type of travel.

1. **Expenses:** List expenses by purpose (i.e., training, conference, daily travel for job) and complete the applicable expenses associated with the purpose (i.e., mileage, air fare, meals, lodging, other).
 - a) Mark the travel as local, in-state or out-of-state and the departure and destination points.
 - b) Indicate the title of the person who will be doing the traveling.
 - c) Calculate the costs by completing the areas relevant to travel for each purpose.
 - d) Refer to the Travel Chart provide above in Category B for current allowable costs and rates as determined by GSA.
2. **Travel Total:** Calculate the costs of the travel for each purpose. Calculate the totals across each row and under each column. Enter the total requested and match share amounts on the Budget Summary page.
3. **Travel Expenses Narrative:** For each travel purpose complete a budget narrative explaining the purpose, the position traveling and how this travel relates and is necessary to the project. For existing contracts/consultants, describe how this funding request complies with non-supplanting requirements.

Category D – Supplies and Operating Expenses

1. **Supplies:** Includes office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, and other items costing under \$5,000 which are allowable under VOCA and are utilized to directly serve victims of crime. Supply costs encompass materials which are expendable or consumed during the course of the project. Lists supply items by type (e.g., postage, office supplies, training materials), quantity, unit costs and total costs. Note that daily costs, such as office supplies, do not have to be itemized separately in the budget but must be described in the narrative to verify reasonableness of the costs. (i.e., office supplies can be budgeted together in one category and do not need to be broken into individual budget line items such as pens, paper, folders, etc.) Higher cost items should be listed separately and identified (e.g. items such as computers, copiers, etc.) and a procurement process should be developed to justify the selection of the budget item upon purchase. At the bottom of section 1, enter the costs for project supplies with a breakdown by the amount requested, match, and total costs in the appropriate columns.
2. **Operating Expenses:** Includes rental arrangements, utilities and purchase of non-consultant type services which are allowable under VOCA and are utilized to directly serve victims of crime. **The cost of an audit is allowable if**

the agency is required to complete an A-133 and then, the costs must be a pro-rated according to the total federal funds received by the agency. At the bottom of section 2, enter the costs for project supplies with a breakdown by the amount requested, match, and total costs in the appropriate columns.

3. **Supplies/Operating Total:** Enter the costs for both section 1 (supplies) and section 2 (operating expenses). Provide a breakdown of the costs by the amount requested, match and total costs in the appropriate columns. Enter those totals on the Budget Summary page.

4. **Supplies/Operating Expenses Narrative:**

For all supplies and operating expenses requested, attach a budget narrative to address the following:

- a) Describe all operating expenses. Explain why the requested expenses are necessary to support the project and will be utilized to directly serve victims of crime
- b) Explain the cost breakdown and how match funds were determined (i.e., whether based on actual prior year's costs and justification of any increases for the next fiscal year);
- c) For existing supplies/operating expenses, describe how this funding request complies with non-supplanting requirements.

Category E - Equipment

Purchases of equipment must adhere to established procurement processes and equipment purchased must be managed in accordance with Federal Property and Equipment guidelines. For capitalized expenses, recipients must follow the policy developed by the agency. If the recipient agency does not have a written capitalization policy, it will be required to follow the state's capitalization policy. It is strongly recommended that agencies adopt a policy in-line with the federal policy which allows equipment items costing under \$5,000.00 to be included in supplies. Equipment procurement and management standards are outlined on page 11 in the Grant Requirements section of this document. Refer to grant program guidelines for allowable items. Items requiring bids will not be funded absent a showing that bids were obtained as required by law, rules or regulations.

Enter the total costs for the appropriate items. Provide breakdown of the costs by the amount requested, the amount matched and the total costs. Enter the total costs for Equipment. Also enter these totals on the Budget Summary page.

Equipment Narrative:

For all equipment expenses requested, attach a budget narrative to address the following:

- a) Describe all equipment expenses. Explain why the requested expenses are necessary to support the project and will be utilized to directly serve victims of crime
- b) Explain the cost breakdown and how match funds were determined (i.e., whether based on actual prior year's costs and justification of any increases for the next fiscal year)
- c) For existing equipment expenses, describe how this funding request complies with non-supplanting requirements.

Category F - Other Costs

NOTE: The use of the other category should be minimal. Prior to using this section, applicants must contact the grant administrator to ensure requested expenses will not fit in another category. Refer to grant program guidelines for allowable costs.

For any applicable “other” budget items, list each item and the total estimated costs with the breakdown by the amounts requested and matched and total costs. Enter the total costs for “Other”. Enter these totals on the Budget Summary page.

Other Costs Narrative:

For all other expenses requested, attach a budget narrative to address the following:

- a) Describe all other costs expenses. Explain why the requested expenses are necessary to support the project and will be utilized to directly serve victims of crime
- b) Explain the cost breakdown and how match funds were determined
- c) For existing “other” costs, describe how this funding request complies with non-supplanting requirements.

Category G- Indirect Costs

Agencies may choose to request funding for indirect costs. This rate is determined by either establishment of a federally approved indirect cost rate agreement or a “de minimis” rate of 10% if the agency has never had a federally negotiated indirect cost rate. If the agency has a federally approved indirect cost rate, applicants must provide a copy of the current federal agreement with their application for VOCA funding.

Indirect Costs Narrative

For all indirect costs requested, complete the budget chart and narratives to address the following:

- a) Explain how the indirect cost rate was determined (Federally approved or 10% “de minimis”).
- b) If using a Federal approved indirect cost rate, indicate if which rate is being used; provisional, fixed or final.
- c) If using a de minimis rate a detailed list of the expenses that are included in the modified indirect cost rate and the amounts must be provided in addition to an assurance that these expenses are not included elsewhere in the budget.

Project Description**Community Description**

Provide a description of the community which includes aspects that impact victims of crime. Examples include availability of hospitals, police departments and shelters and other victim services.

The community description must match the applicant’s response on the applicant information page which identifies the area served by the project. The identified community must also fit with the census information provided and, if feasible, the statistics provided in the Problem Statement section.

Problem Statement

1. Identity the problem that requires a solution. Describe the social and economic factors contributing to the problem and explain the effects or impact of the problem on the community. (Note: the problem cannot be stated solely as an applicant’s lack of funding.)
2. Complete the statistical documentation of the chart. The table should be completed however, if statistics are not available or they are not relevant to the project indicate “NA” for not applicable. Data should represent unduplicated counts. If the agency is unable to determine whether data may include duplicated counts of victims, please note and provide explanation. The statistics provided should reflect 12-month time frames for the fiscal year (October-September).

3. Provide insight and explanations for any significant fluctuations and discrepancies in data from year to year. Provide any other additional program data that is otherwise not reflected in the application to document the need for the funding request.

Solution

- The solution to the problem must describe the project's daily operations. Explain, step-by-step, how the proposed project will work, including who will be involved and an explanation of their role. Explain how the agency will provide outreach to victims and ensure efforts are being made to reach underserved populations. Detail the programs successes and barriers faced by the agency.
 - **Victim/Witness Units** must outline processes for receiving and accessing incident reports including how reports are prioritized, how serious crime victims are served within the 72 hours, and when and how contact is made in relation to the time and type of incident.
- **Personnel/Volunteer Resources-** Complete the chart to reflect the number of staff and volunteers that are devoted to the agency and allocated for the VOCA funded program.

VOCA funds require the utilization of volunteers in providing services to crime victims. The solution must clearly outline the types of volunteers utilized, an explanation of the duties and responsibilities performed by volunteers, and the training provided to volunteers. Agencies may have multiple job descriptions dependent upon the varying services provided by the volunteers. Job descriptions for all volunteers who provide services to support the project must be submitted with the application.
- **Community Coordination-** Detail how the agency will coordinate with criminal justice, other victim service programs and other community service agencies

Sustainability, Goals, and Performance Measures

Agency Budget and Funding Sources

- Applicants who are State, County or City entities should complete information based on only the victim services program (i.e., victim witness units only need to report on their program not entire city/county budget) All other applicants are to complete chart based on the total agency that is supporting the proposed project. Add lines as needed.
- Explain any expected funding changes for the next fiscal year (e.g., loss of funding from another federal grant, community foundation, etc.) Use this section to fully explain any funding requests that were previously funded through another source.

Sustainability

- Outline the infrastructure that supports the long-term sustainability of the project. Include size and scope of agency, total numbers of employees, mission statement, list of board members and areas of expertise, agency history, etc. Is the agency accredited, licensed, or associated with a foundation?
- Provide specific activities that have been conducted over the last 12 months which reflect the agency's level of commitment to this project's sustainability. Did you seek out other funding sources? Was planning conducted with your Board of Directors? What are the agency plans for the next 12 months?
- What is the contingency plans should funding be reduced or eliminated? What piece of the project is most important?

Activities/Timetables

There are two Activities/Timetable charts to complete: Major Activities and Reoccurring Activities.

- Chart labeled Major Activities is for the applicant to provide an overview of the proposed plan over the course of the next 3 years. Activities listed should provide a sense of what will develop or occur over the span of the entire project. Major Activities tend to be larger and/or more infrequent tasks that the project plans to achieved. For example locating a new satellite office space and or hiring a SANE nurse.
- Reoccurring Activities chart focuses on items that occur often and/or routine. These types of activities are often discussed in the application's Solution section. Please note that all activities identified in these charts must focus on only the VOCA funded project and they must be allowable under the VOCA grant program (i.e., community coordination efforts, direct services to crime victims, project operations). **"Assist with filing compensation claims"** must be listed as a reoccurring activity as it is a federal requirement for VOCA projects.

Outcomes, Objectives & Performance Measures

Projects must indicate how the services provided are impacting and making a difference in the lives of individuals who are victims of crime. To that end, the overall outcome for the FY 2016 VOCA Grant Program is **Increased Victim Safety**. This overall goal should direct the development of the project's desired results.

The application includes an Outcomes, Objectives & Performance Measurers Form that can be reproduced as needed. For each outcome listed there must be clearly stated objectives and performance measures to demonstrate the project's progress towards achieving the stated outcome.

Outcomes:

- The broad goals that the project is seeking to achieve.
- A means to measure and enhance decision-making.
- Considered the project priorities.
- Goals that the project has the most direct influence in achieving.

Objectives:

To develop measurable objectives first review the project activities to determine what types of data will need to be tracked about services and those served to show the project's effectiveness. Focus on three to five priority measures which will indicate the project effectiveness in addressing the overall outcome of increasing victim safety.

Criteria for developing measures:

1. Does the measure reflect an important organizational-wide performance dimension?
2. Are the data on this measure likely to lead to improvement?
3. Does the measure reflect stakeholder needs?
4. Can the measure be communicated to and understood by a wide audience?
5. Does it reflect how the project will assist in reaching stated goal(s)?
6. Can units accountable for providing the data be identified?
7. Will the measure be sustainable over a period of years?

An objective must indicate **what will be done**, utilizing the grant funds, **what will be the measure** (percent) and within **what time frame**.

Measurable objectives **increase, decrease** or **maintain** something and are not activity statements such as *to provide (event), to train* or *to establish*.

Performance Measures:

- The data collected during the project to measure each objective to determine if the program is successful.
- Have a direct relationship to the baseline data refer to in the stated problem.

Baseline Statistics:

- The statistics from the most current year used to document the problem outlined in the Problem Statement.
- Using this method to determine whether the statistics provided in the Problem Statement are relevant in documenting the stated problem or problems.
- There may be numerous statistics to gather however, determine which ones are the **most** important.

Examples of possible outcomes for VOCA projects:

These few examples are not intended to be the only outcome options available to projects. Some of the examples provided could easily be utilized across various types of services provided to victims.

Telephone crisis lines

1. Victims who utilize the crisis line will find it to be helpful to them.
2. Victims will have access to information about community resources they might need in the future.
3. Victims will have access to supportive services 24 hours a day, 7 days a week.

In-person crisis intervention

1. Survivors will have safety plans in place by the end of the interaction with an advocate.
2. Survivors will have access to accurate information about the medical and legal systems, in order to make informed decisions and choices.

Individual or group sessions

1. Victims will help the service helpful to their healing process.
2. Victims will have increased understanding about the responses to trauma.
3. Victims will have access to information about community resources they might need in the future.

Legal advocacy

1. Victims will have increase knowledge of their legal rights.
2. Victims going through the court process will understand their role in the court procedure.
3. Victims will feel supported during criminal justice proceedings.

Volunteer training

1. Volunteers will gain increased knowledge regarding crisis interventions.
2. Volunteers will gain increased knowledge regarding the dynamics of trauma.

Required Forms

1. **Certified Assurances** (2 pages)
2. **Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matter; and Drug-Free Workplace Requirements** (1 page)
 - Both forms must be signed by the Authorized Official and dated.
3. **Applicant Disclosure of Pending Applications** (1 page)
 - Identify any pending applications for federally and or state funded grants submitted within the last 12 months that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget in the application under this solicitation.
 - Provide the following information about pending applications submitted:
 - a) Federal or state funding agency;
 - b) Solicitation name/project name; and
 - c) Point of contact information at the application funding agency.

Attachments

NOTE: Letters that come into the Crime Commission separately will not be considered and will not be returned.

- Volunteer Job Descriptions (Required for all agencies. For continuation programs, submit any new volunteer job descriptions that were not submitted with the initial funding request).
 - **Employee Job Descriptions (for any positions for which funds are requested, must include job qualifications).**
 - Letters of Support (5 letters of support is recommended)
 - Indirect Cost Rate agreement (If applicable)
 - Non-Profit status verification (If applicable)
 - Match Waiver Request (If applicable)
-
- ✓ All job descriptions can be submitted in one PDF document labeled, Agency Name - Job Descriptions.
 - ✓ Non-Profit status must be submitted as a separated PDF document labeled, Agency Name - Non-Profit Status.
 - ✓ Match Waiver Request must be submitted as a separate PDF document labeled, Agency Name - Match Waiver Request.